

LIBRARY SERVICES & TECHNOLOGY ACT ELIGIBILITY REQUIREMENTS CHECKLIST

ATTACH CHECKLIST(S) TO THE DRAFT APPLICATION

INSTRUCTIONS

- This checklist is to be completed by *each applicant and each participant* in a proposed LSTA grant project.
- To complete the checklist, mark each requirement that your library/consortium/organization meets.
- Each checklist must be signed by the library/consortium/organization director and/or an administrator who can legally obligate that entity.
- A completed checklist for the applicant and each participant must be submitted with the Draft Application.

CERTIFICATION

Library/Consortium/Organization Name: _____

☐ Applicant

☐ Participant

The undersigned certify that the above Library/Consortium/Organization currently meets the requirements marked below.

Librarian or Director

Date

Administrator who can legally obligate the entity

Date

1. APPLICANTS AND PARTICIPANTS - ALL TYPES OF LIBRARIES

A library of any type (academic, public, school, or special) must meet the following Eligibility Requirements in order to participate in a project funded under an LSTA subgrant.

- ☐ A. The library is, or is part of, a non-profit institution or agency that receives substantial support from public tax revenues.
- ☐ B. The library has a current, written long range or strategic plan that is available in the library for review.
- ☐ C. The library consists of a specific, permanent space exclusively designated for providing library services.
- ☐ D. The library collects, provides, and coordinates access to library materials that are organized according to a nationally accepted classification system.
- ☐ E. The library serves its clientele free of charge.
 - ◆ Academic library: its students and faculty
 - ◆ Public library: all residents of its legal service area (city limits for city libraries and district boundaries for district libraries)
 - ◆ School library: its students and faculty
 - ◆ Special library: dependent upon mission
- ☐ F. The library has regular and published hours of operation.
 - ◆ Academic library: minimum of 75 hours/week while school is in session
 - ◆ Public library: minimum of 12 hours/week, including some evening or weekend hours
 - ◆ School library: minimum of 6 hours/day while school is in session
 - ◆ Special library: dependent upon mission

List hours: _____

- ☐ G. The library employs an administrator who is responsible for the daily operations of the library.

List hours: _____

- ☐ H. The library has at least one paid staff member on duty in the library during the hours the library is open.
- ☐ I. The library has an operable phone and an e-mail address within the place set aside for the library.

Phone number: _____ *E-mail address:* _____
- ☐ J. The library loans its materials to other Idaho libraries without charge.

- ☐ K. The library provides training opportunities for its staff.
 - ☐ L. The library offers computer access, including Internet access, for its primary clientele, and has a policy that addresses acceptable use.
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2. SCHOOL AND ACADEMIC LIBRARY APPLICANTS AND PARTICIPANTS

A school library or academic library participating in a subgrant must also meet the following requirements:

- ☐ A. The school is accredited by the State Department of Education.
 - ☐ B. The school district employs a certificated media generalist.
 - ☐ C. The academic institution is accredited by the Northwest Commission on Colleges and Universities.
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3. PUBLIC LIBRARY APPLICANTS AND PARTICIPANTS

Because public libraries have as their mission the responsibility of serving the information needs of all member of the community, a public library participant must also meet the following requirements:

- ☐ A. The library does not charge a fee to any resident of its legal service area for any basic library service. Basic library services include:
 - ◆ Usual and reasonable access during posted operating hours to the collections, Internet access and professional services that are ordinarily, traditionally, and routinely offered to the public in American public libraries.
 - ◆ Circulation of library materials, regardless of format.
 - ◆ Access to interlibrary loan services. Postage charges for interlibrary loans are assumed by the library, not the user.
 - ◆ Reference services, regardless of format.
- ☐ B. The library must have a completed "Idaho Public-District Library Annual Statistical Report Form" for the preceding fiscal year accepted by, and on file, at the Commission for Libraries.
- ☐ C. The library must be legally established and operating in compliance with Chapter 33-26 or 33-27 of the Idaho Code.

Note: Web presence is being considered as an additional Eligibility Requirement for public libraries beginning in FY 2008. See page 5 for details.

4. LIBRARY CONSORTIUM APPLICANTS

A consortium must meet the following Eligibility Requirements in order to apply for or participate in a project funded under an LSTA subgrant as a single entity.

- ☐ A. Be a local, statewide, regional, or interstate cooperative association of library entities which provides for the systematic and effective coordination of the resources of school, public, academic, and/or special libraries and information centers, for improved services for the clientele of such library entities. [LSTA Sec. 213(3)]
- ☐ B. Have a formal organizational structure with at least the following elements in place:
 - ☐ A name for the consortium.
 - ☐ A tax identification number or an employer identification number (EIN) for the consortium.
 - ☐ A list of all the members.
 - ☐ A representative governance structure and the name or names of the individuals with leadership roles and responsibilities identified.
 - ☐ A sustaining funding mechanism supported in part by local funds from the members involved.
 - ☐ A current, written long range or strategic plan approved by the members and available for review.
 - ☐ A cooperative agreement or by-laws of the organization signed by each member.
 - ☐ Policies and procedures for services, such as reciprocal borrowing, shared circulation, materials delivery, cooperative collection development.
 - ☐ Procedures for adding members and for member withdrawal from the consortia.

5. NON-LIBRARY ENTITIES

To apply for LSTA funds or participate in LSTA-funded projects, a non-library entity must:

- ☐ Be a non-profit corporation registered with the Idaho Secretary of State under the Idaho Non-profit Corporation Act (Idaho Code 30-3-1)
- AND
- ☐ Have tax exempt status under Internal Revenue Code Title 26 Section 501(C)(3).
[Note: The Idaho Constitution prohibits the granting of funds to organizations established for religious purposes.]
- OR
- ☐ Be tax-exempt as a governmental sub-unit under Internal Revenue Code Title 26 Section 509(a)(1).

NOTE: The Idaho Commission for Libraries (ICFL) is considering adding Web Presence as an Eligibility Requirement for public libraries applying for or receiving LSTA funds beginning with the FY2008 grant cycle.

ICFL defines Web Presence as a vital website that is an extension of the library that provides information about or access to library services. A basic level of web presence for public libraries should meet the following criteria:

- Library name
- Library address – both mailing address and street address, if different
- Library phone number
- E-mail address and/or contact form
- Hours of operation
- Names of library board members
- Link to online catalog
- Link to LiLI Portal or to the LiLI Databases and the LiLI Unlimited statewide catalog with the “funded by LiLI” icon
- Description of services
- Site content is current and all pages indicate when “last updated” or “last reviewed”

The “E-Branch in a Box” project, which includes a template for creating a website and training in how to use it, is designed to help public libraries develop or strengthen their web presence to meet this basic level. Contact your ICFL Library Consultant for more information or to offer input on the proposed new Eligibility Requirement.